

NEW APPLICATIONS & AFFIDAVITS

The State Office of Vital Statistics will implement revised application forms for birth and death certifications. Two new forms designed to assist in obtaining certifications when the applicant is someone other than those provided by law to receive the certification (s. 382.025, F.S.) have also been developed and will be implemented. These are the Affidavit to Release a Birth Certificate (DH #1958 2/03) and the Affidavit to Release Cause of Death Information (DH #1959 2/03).

There are several changes on the new applications that relate to the requirements for obtaining certifications. To receive a birth certification, the applicant must state their relationship to the registrant on the birth certificate. If the applicant is someone other than those provided by law to receive a certification, the applicant must have the Affidavit to Release a Birth Certificate (DH #1958 2/03) completed by an authorized person. The affidavit is attached to the application and retained in the file.

By Florida Statutes, birth certificates and death certificates with cause of death information are confidential in Florida. To receive a death certification with cause of death, the applicant must state their relationship to the registrant named on the death certificate.

If a funeral director is obtaining certified copies for the family of the decedent, that funeral director must indicate whether or not they are from the funeral home listed on the record. He or she must sign the application and provide their license number as well as state who they represent. If the applicant is not an authorized person to receive cause of death, the applicant must have the Affidavit to Release Cause of Death Information (DH #1959 2/03) completed by an authorized person and attached to their application.

The revised birth and death applications as well as the above mentioned affidavits will be available by writing the state office, contacting the county vital statistics office or on the Vital Statistics website at:

http://www9.myflorida.com/planning_eval/VitalStatistics/index.html

CHIEF DEPUTY REGISTRAR ADVISORY COMMITTEE

Since the introduction of the CDR Operations Manual at the statewide meeting in Orlando last year, the committee, like all of you, has spent much of our time coordinating the implementation of logs and other new processes in our individual county offices. During the last quarter, the CDRAC was given the opportunity to review and provide feedback to QA on several initiatives QA has undertaken. Included were setting up hospital noncompliance files; reviewing standard birth and death applications; an instructional document for working with "reluctant" physicians; and a new, more detailed chapter on burial-transit permits, which will be added to the handbook.

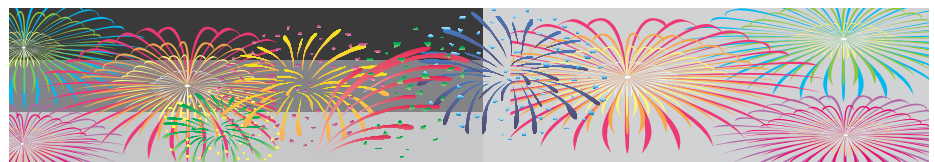
The CDRAC meets monthly via regularly scheduled conference calls to discuss issues that may need to be addressed with the state office. If you have an item you would like for us to include, please contact your area CDRAC representative.

A project CDRAC has recently undertaken is that of collecting CDR reports of
CDRAC

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SUBREGISTRAR TRAINING VIDEO

The Subregistrar Training Video and accompanying Facilitator Guide were sent to all chief deputy registrars (CDR) in January, 2003. This video is the first in a series of training videos being developed by the state office to assist the chief deputy registrar in training activities in the county. Use of the training videos and associated materials will result in greater uniformity in the training of subregistrars, birth registrars, funeral directors and medical examiner staff.

The normal training time required to become a subregistrar is approximately three hours. This allows time for the CDR to present the video, stop at the designated places for detailed review of the burial-transit permit, the death certificate and the fetal death certificate. There is also sufficient time for the CDR to administer the Subregistrar Quiz and go over specifics about the office, who to contact, office hours, etc.

So far, we have had a very favorable response from those CDRs who have been the first to try out the video. As the saying goes, "try it, you'll like it!"

Any questions regarding training or use of the video should be directed to the chief deputy registrar or the Quality Assurance Field Representative at the state office.

IDENTIFICATION REQUIREMENTS

All requests for certifications of birth certificates and death certificates with cause of death must include a photo identification (ID). Acceptable forms of photo ID include the following:

- Driver's license
- State ID, issued by Department of Motor Vehicles
- Military ID
- Passport

If the applicant appears in person, they must complete the application and present their photo ID. Documentation of this ID must be retained with the application, whether in the form of a photocopy of the ID and attached to the application or a notation on the application of the type of ID and ID number.

Requests processed through the mail must also include a copy of the applicant's photo ID. If the required ID has not been provided, the request should be returned with instructions to the applicant on how to proceed.

Birth events over 100 years and death events over 50 years *or* those that do **not** include cause of death information do not require ID for their release.

For additional information or clarification on proper ID, refer to the CDR Operations Manual, Chapter 5, "Issuance and Certifications - Forms of Identification."

CDRAC

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problems with computer-generated records. Should the CDR receive a record that does not meet established standards, please contact the CDRAC representative for your area and report the problem (see list below). Questions regarding whether the record is acceptable for filing must still be referred to the state office. We will need the facility name, date the record was received, name of the software used, and the specific problem. Once the information is provided, we'll look for patterns/trends/repeat occurrences and present the data to the state office during our monthly conference calls. We think examining this issue on a statewide scale will be more effective than reviewing individual incidents. Problem facilities submit records across county lines and therefore affect us all.

Those contacts are:

North

Janie Carpenter, Escambia CHD
Willie Dean Mayo, Columbia CHD

Central

Pat Cellini, Flagler CHD
Darlene Ginrich, Lake CHD

Southwest

Sherri McDonald, chair, Sarasota CHD
Luz Perez, Hillsborough CHD

Southeast

Maurice Darden, Miami-Dade CHD
Doris Owens, Broward CHD

REVISED CDR OPERATIONS MANUAL CHAPTER 5

Issuing certified copies is a significant part of the activity within the county health department vital statistics offices. Section 382.025, Florida Statutes identifies who can get copies of confidential vital records, but in the daily operation of an office, guidelines and further clarification on the statute make the CDR's job much easier.

When the CDR Operations Manual (COM) was developed, we realized that many of the questions we received had to do with issuance, what kinds of documentation can be accepted, what types of identification are acceptable, etc. Chapter 5 was included in the COM to assist the CDR in answering these questions.

As a reference tool, the COM is not "static." When the need arises, it will be updated, refined, revised, amended - whatever is needed to keep it a viable, up-to-date tool for CDRs and the state office. Once revisions occur, the department intranet website will be updated and the CDR can download the revised information.

In June, Chapter 5 of the COM went through such a revision. Once the revision is finalized, all CDRs will receive e-mail instructions to download a copy of the revised chapter and make it part of their manual. A conference call will be scheduled to review the chapter and answer questions.

Be sure to reference Chapter 5 whenever you have questions regarding issuance. If the answer is still unclear, contact Priscilla Smith, (904) 359-6900 ext. 1004, or SunCom 826-6900 ext. 1004 or contact your QA Field Representative for assistance.



REVISED BIRTH CERTIFICATE

Approximately every 10 years the National Center for Health Statistics (NCHS) initiates a revision to the birth, death and fetal death certificates. The ten year mark would have coincided with the census, so it was decided to push back the normal date for revisions. The birth certificate is the first certificate to be revised.

NCHS put together a panel of experts (representatives from the American College of Obstetrics & Gynecology, the American Academy of Pediatrics, the American Hospital Assn., etc.) to discuss the items on the current birth certificate and the merits of additional items. All proposed items must pass the test of being needed for legal or public health use before inclusion on the certificate. States review the proposed standard certificate and decide what additional items, if any, are needed for their particular state.

The Florida Office of Vital Statistics plans to implement its revision to the standard birth certificate on January 1, 2004. Beginning in the fall, training will be provided to county vital statistics staff as well as hospital staff, birthing center staff and midwives. More detailed information will be provided in the September issue of the *Vital News*.

HOSPITAL COMPLIANCE – LIST OF CHAMPIONS

The following hospitals/birthing centers are to be congratulated for filing 90% or more of their birth records on time with the county vital statistics office for the first quarter of 2003. Twenty-nine (29) hospitals/birthing centers had *perfect* compliance for all three months. Sixty-one (61) hospitals were in the 90%+ range.

100%

Birthing Center of Gainesville
 Patience Corner Nursing Midwifery Center
 Seven Rivers Community Hosp.
 Orange Park Medical Center
 Family Birth Center of Naples
 Family Birth Center of Miami
 Memorial Hospital of Jacksonville
 W. Florida Regional Medical Ctr.
 US Naval Hospital at Pensacola
 Sacred Heart Hospital
 Highlands Regional Medical Ctr.
 Florida Hospital Heartland
 Gulf Coast Hospital
 Blake Medical Center
 Munroe Regional Medical Center
 Martin Memorial Hospital
 Florida Lower Keys Hlth. System
 N. Okaloosa Medical Center
 E. Pasco Medical Center
 Pasco Community Hospital
 Countryside Birthing Place
 Labor of Love Childbirth Services
 Bartow Hospital
 Heart of Florida Hospital

Putnam Medical Center
 Birth and Beyond Birthing Center
 Flagler Hospital
 Santa Rosa Medical Center
 Milton Memorial Birthing Center

90%+

Shands at University Of Florida
 Shands at Alachua General
 Women's Center at N. Florida
 Gulf Coast Medical Center
 Bay Medical Center
 Cape Canaveral Hospital
 Holmes Regional Medical Center
 Wuesthoff Memorial Hospital
 Broward General Medical Center
 Memorial Regional Hospital
 Coral Springs Medical Center
 Plantation General Hospital
 Northwest Medical Center
 Memorial Hospital West
 Bon Secours St. Josephs Hospital
 Citrus Memorial Hospital
 N. Collier Hospital
 Baptist Hospital of Miami
 Mt. Sinai Hospital
 DeSoto memorial Hospital
 Baptist Medical Ctr. Jacksonville
 St. Luke's Hospital
 St. Vincent's Medical Center
 US Naval Hospital at Jacksonville
 Baptist Hospital at Pensacola
 Spring Hill Regional Hospital
 St. Joseph's Women's Hospital
 University Community Hospital

Indian Rover Memorial Hospital
 Jackson Hospital
 Leesburg Regional Medical Ctr.
 Cape Coral Hospital
 Lee Memorial Health Park
 Lehigh Regional Medical Center
 Tallahassee Community Hospital
 Tallahassee Memorial Healthcare
 Manatee Memorial Hospital
 Ocala Regional Medical Center
 Baptist Nassau Hospital
 Ft. Walton Beach Medical Center
 96th Medical Group
 Osceola Regional Medical Center
 Celebration Hlth. Florida Hospital
 Bethesda Memorial Hospital
 Glades Memorial Hospital
 St. Mary's Hospital
 Boca Raton Community Hospital
 Palm Beach Gardens Medical Ctr.
 Community Hospital of New Port Richey
 Helen Ellis Memorial Hospital
 Bayfront Medical Center
 Mease Hospital & Clinic
 Morton F. Plant Hospital
 Lakeland Regional Medical Ctr.
 Winter Haven Hospital
 Lawnwood Regional Medical Ctr.
 Sarasota Memorial Hospital
 Central Florida Regional Hospital
 S. Florida Seminole Hospital
 Halifax Medical Center
 Memorial Hospital at Ormond Beach

TOP 20 FIRST NAMES OF 2002

MALE		FEMALE	
1. Michael	11. Tyler	1. Emily	11. Kayla
2. Joshua	12. Alexander	2. Madison	12. Abigail
3. Jacob	13. Joseph	3. Ashley	13. Victoria
4. Matthew	14. Christian	4. Hannah	14. Elizabeth
5. Daniel	15. William	5. Isabella	15. Taylor
6. Christopher	16. Brandon	6. Brianna	16. Jessica
7. Anthon	17. Ethan	7. Sarah	17. Olivia
8. Nicholas	18. Zachary	8. Samantha	18. Nicole
9. David	19. James	9. Alexis	19. Lauren
10. Jonathan	20. Justin	10. Alyssa	20. Jasmin

BITS 'N PIECES

- **Reminder – Logs**, CDRs should have: an Audit Control Number Log for *each* type of security paper used that includes the VOID log (this can be a separate log if desired); a Shipment Receipt Log that includes all shipments received, the monthly Inventory Log and any note of transfer of paper, and the completed Transfer of Paper form DH 1941.
- **Clarification** – Last quarter's *Vital News* stated that the ME may not take jurisdiction of all traumatic cases. All traumatic causes of death must be reported to the medical examiner for investigation. The only circumstance where the ME would not certify is when the traumatic event is discovered through the certifying physician's completion of the cause of death that indicates trauma and the decedent has already been buried.

STATISTICAL TABLES HAVE MOVED

The *statistical tables*, along with past issues of the *Vital News*, can be found on the department's website at the following address:
http://www.doh.state.fl.us/Planning_eval/Vital_Statistics/VitalNews/vn-index.htm

PLEASE MAIL CHANGE OF ADDRESS TO:
OFFICE OF VITAL STATISTICS, QUALITY ASSURANCE UNIT
P. O. BOX 210
JACKSONVILLE, FLORIDA 32231-0042

New Mailing Address: _____

Address as shown on current newsletter: _____

Date: _____

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Office of Vital Statistics
Quality Assurance Unit (HPEVSRR)
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Jacksonville, FL 32231-0042

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